

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**June 16, 2015**

Mayor Darrel Olson called the Work Session to order at 5:30 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Steve Barrows, Todd Holman, and Mark Cross

COUNCIL MEMBERS ABSENT: Quinn Nystrom

STAFF PRESENT: City Administrator Gordon Heitke, Police Chief Jim Exsted, Community Development Director Josh Doty, Assistant City Administrator Kelly Steele, and Public Works Director/City Engineer Trevor Walter

**2014 Audit Exit Interview**

Doug Host, Principal with CliftonLarsonAllen, presented an overview of the 2014 audit. Mr. Host explained a clean opinion on the 2014 audit was issued. The audit process continues to go very well. Mr. Host explained only five times in his career has there been no findings on an audit report and two of those times have been in Baxter. The city continues to maintain a very stable general fund balance. Water, sewer, and storm water revenue and expenses were reviewed. The City has reduced a large amount of debt and is very financially stable. The City has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Finance Director Vacinek thanked finance staff for this achievement, especially Assistant Finance Director Susannah Jensen for her hard work.

**Plans and Specifications for 2014 Mill and Overlay Project**

Scott Hedlund, SEH, reviewed the proposed mill and overlay improvements. BNSF is planning to replace the crossing at Elder and Foley in August; this timing aligns well with our improvements. All striping will be replaced, as it currently exists, except no edge line will be replaced except where there is no curb and gutter. In addition, no through arrows will be replaced. The Council supported removing the Clearwater project area from the improvements to allow time to consider this as a future complete street. Mr. Hedlund reviewed the project schedule and discussed changing the bid opening date to July 10 and ordering the assessment hearing during a special meeting on July 16.

**Golf Course Feasibility Study**

Aric Welch, WSN, identified a few changes to the feasibility study since the last review by the council. The first change is to consider replacing the storm sewer on Universal Drive due to its poor condition. Mr. Welch also recommended reducing travel lanes down to the minimum of 11' and 5' bike lanes were added. The very north end of the project area was originally planned to be an overlay, but is now recommended as full depth reclamation due to a large amount of cracking in the area. The consensus of the council was to support the recommended changes. This will be a 2016 construction project.

## **Street Restrictions, Joint Planning and Zoning, Extraterritorial Building Code**

During the discussions regarding the conditional use application for the expansion of a manufacturing use adjacent to the residential neighborhood on Ashley Road, questions were asked of staff by council members and other staff that fit into three general categories of planning and land development, building safety, and regulation of the use of streets in Baxter. Staff is not looking for direction tonight.

Municipalities can extend zoning up to two miles out from its corporate boundary, but only in unincorporated areas where the town or county does not have zoning. Since the County has zoning, the simple extension of zoning authority by the City is not an option.

A city has the ability to extend its subdivision regulation authority up to two miles from its corporate boundary, regardless of whether the county has subdivision regulations in effect or has approval of the county.

A resolution by either a county or city can force the establishment of a joint planning board to undertake the planning and regulation of lands within two miles of the corporate limits. The city is required to provide the administrative services for the joint board. In past discussions, County staff and City Administrator Heitke agreed to explore all other options before pursuing establishing a new separate planning agency in addition to the existing city and county planning commissions.

Minnesota Statutes give municipalities the ability to administer the building code and fire code within a two-mile area of its corporate limits. While these codes already apply within these areas, the municipality can assume the administration of the codes.

Minnesota Statutes allow local road authorizes the ability to prohibit the operation of vehicles upon such roads or impose restrictions as to the weight of vehicles to be operated upon such roads, whenever such roads, by reason of deterioration, rain, snow, or other climate conditions, will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weights thereof reduced. Such prohibitions and limitations shall be designed by appropriate signs placed on such highways. Baxter City Code provides the City Council by resolution may designate streets on which travel by vehicles in excess of 9,000 pounds' gross weight is prohibited.

Staff is seeking direction as to whether that City Council wishes to have staff further develop any of these planning or regulatory options for future Council consideration. Council discussed staff's ability to review any of the options. Staff will review in the future.

City Administrator Heitke explained one of the services SEH provides is looking for funding sources for projects. Since the firm is involved in the Cypress Drive project, they are offering to assist the City, at no cost, in the development of a Capital Bonding Request for consideration by the 2016 Legislature for inclusion in the state-bonding bill. If successful, this would provide the City with much needed financial assistance for this important project. \$4.2 million in state funds is requested to acquire, predesign, design, and Cypress Drive improvements. Staff is seeking direction as to whether the Council wishes to submit an application for funding from the State through its Capital Project Bonding Program. City Administrator Heitke explained the application needs to be submitted by this Friday. If the Council is interested, City Administrator Heitke will present a resolution during his staff report.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to adjourn at 6:50 p.m.  
Motion carries unanimously.

Approved by:

Respectfully submitted,

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Darrel Olson  
Mayor

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Kelly Steele  
Assistant City Administrator/Clerk